

**APPROVED OCTOBER 29, 2008**

The meeting was called to order at 7:05 PM by Chairman Charles Kimball. Present were Andy Kohlhofer, Michael Nygren, Rich Violette, Pat Martel, Doug McElroy at 7:15 PM, School Board Representative Peg Pinkham, Selectman Donald Gates, Jr., Town Administrator Heidi Carlson, and Recording Secretary Jeanne Nygren.

The meeting agenda was read aloud by Chairman Kimball. Tonight the Town Clerk's budget line 4130, Solid Waste Collection line 4323, Debt Service line 4711 and 4721, Street Lighting line 4316, and Advertising and Regional Association line 4197 are tonight's topics.

Kohlhofer had presented a recommendation that the Budget Committee do their own agenda each week of what they want to have discussed at the meetings. Carlson said she could send Kohlhofer what is up for presentation and what Town budgets she has ready for Kohlhofer on Tuesday night. If there is something specific that a committee member wanted to talk about they can email Kohlhofer for him to put on this agenda. Tonight there was a change in the time for the Town Clerk to 7:45 PM and the Tax Collector is scheduled in two weeks.

Nygren said last week was discussed that the Selectmen recommended not touching the wages in the Police Budget. Gates said the line items that they reduced did not have to do with salary lines. Nygren asked was 5.5% the amount in pay raises that was agreed by the Selectmen. Gates said they recommended that all the employees get 5.5% raise to be equated. Gates said if they are entitled to both step and COLA they would get it. Martel asked if an employee was not on a matrix what would they get. Gates said elected officials increases will be on a warrant article. Carlson said Janvrin took the old matrix and added 3 COLA and then added a step. Janvrin did not use the new wage study.

Carlson said Town officials salaries were presented in a grid on the warrant article in 2008. Any change will go on a warrant article. Carlson said one salary went down. The Deputy Tax Collector salary went down from \$5,300 to \$4,300 next year. Treasurer, Deputy Clerk and Clerk will be all separate warrant articles. Carlson said every Capital Reserve item is a separate article. Holmes spoke to the people that do the ballots, for their price estimate, and this budget has to be changed by about \$800.00

Carlson said she learned in speaking with DRA, that we can prepare a sample type ballot at the deliberative session. Carlson said from that session the warrant which has all the questions and also the election of officers is included and this will become your sample ballot and will be posted after the January 13, 2009 Public Budget Hearing. On Saturday, January 31 (Deliberative Session) the entire warrant will be reviewed for any changes or revisions and after this session, this will create your ballot. The rain date is February 7, 2009. After the changes are made you can then post a sample ballot. Carlson didn't budget for additional funds to mail out if necessary. This will be put on website and in the Town Report. The original warrant stays the same, then changes made at the deliberative session which becomes the ballot, this will be published in the Town Report.

McElroy asked why morning is picked as opposed to evenings for Town Meetings in the past. A discussion regarding this went around. Carlson recommended maybe putting this on the ballot to let the public decide if they would rather have a week night and not a Saturday.

The webmaster had contacted Carlson about adding a page to the Town's site for just this information. It will be labeled Annual Meeting.

A motion was made by McElroy to accept the minutes of the October 8, 2008 meeting, this was seconded by Kohlhofer. The minutes were unanimously approved.

A motion to table the minutes of October 15, 2008 was made by Pinkham, seconded by Kohlhofer, the minutes were approved 7-1. Violette abstained because he was absent for this meeting.

Kohlhofer made a statement that he has been researching the Municipal Budget Act information. What this comes down to is in the annual meeting of 1934 there was no mention of a Budget Committee. In 1935 it was then mentioned there was a committee. In 1936 was the first time actual members of the Budget Committee were actually listed. He spoke with DRA and they said because we didn't have MBA, a warrant article was probably not required to join the MBA. All that would have to be done is the Selectmen voted on it. Somewhere between 1934 and 1936 the Selectmen probably had a vote to join the MBA. Kohlhofer thought in 1987 was when Town Meeting voted on making the Budget Committee elected positions. Kohlhofer couldn't match the warrant articles with the budget articles listed in the Town Report of that year. He thinks this was probably passed at annual meeting to have a Budget Committee. Carlson asked Jeanne Samms at DRA yesterday and she said that they have always treated us that way and she did not give Carlson the impression what just because we couldn't find it that we weren't an MBA town.

Pinkham said the purpose was because the Budget Committee. She didn't think we should waste any time. She thinks what will make sense would be to put a warrant on. Kohlhofer said if we are not legal than every bond issue since then is not legal. Kohlhofer said if all bond issues for school and library were illegally done, what would our bond holders do.

Gates said the School Board raised the question let them research. Pinkham said the question came from the Budget Committee about who presents first at School District meeting. Gates said unless evidence to the contrary it would seem that all the evidence supports the way it is now. Pinkham told Kohlhofer to document what he has and the school attorney will go over. Pinkham said that Jeane Samms said they have nothing that the Town is an MBA Town, and that it is recognized. Pinkham said they have this in writing. Carlson asked Pinkham to send what they have. The School's attorney has no opinion and the burden of proof is on the Town. Carlson and Kohlhofer both were told something different from DRA. Kohlhofer said he was told they did not need a warrant article and that the Selectmen could do the vote. Pinkham asked if we should move forward that we are a MBA.

Kimball understands that we are and otherwise if we are not everything that has been done is illegal. McElroy would like to assume we are. Martel said maybe they are in the Selectmen's minutes.

#### **4130-TOWN CLERK**

Town Clerk Lori Holmes came into the meeting at 7:45 to present her department's budget. Holmes started to go through each line item. Kohlhofer asked if her salary was done using the new matrix. She said no.

Kimball said that a warrant article will have to be submitted for all elected officials and does she know where she stands on this. Holmes stated yes.

Kohlhofer said last year a copy of all transactions was supplied by the Town Clerk's office. Holmes didn't have these but read them aloud to the Committee. These figures are up to date for 42 weeks of this year as follows: automobile 4,856 with a revenue of \$544,847.56, boats 72 with a revenue of \$1,265, title fees 828 with revenue of \$1,656; transfer fees 333, revenue of \$1,665; municipal agent fees revenue of \$13,351. This breakdown is of \$4535. for motor vehicle decals and 72 boat decals. Marriage license 9, revenue \$405.00. Civil Union Licenses 3, revenue \$135.00, Vital statistics copies 75 for revenue of \$828.00. Dog licenses 900, revenue \$8,949.50. Dog fines \$427.00, dog summons 67, revenue of \$1,725.00. Filing fees for town candidates \$12.00, state filing fees for state is 2 for revenue of \$4.00. UCC fees \$555.00 Checklist copies 3, revenue of \$75.00. Return check fees \$175.00. Mailing fees \$953.50. Dredge & Fill 1 permit revenue of \$10.00. Cemetery lots 3 revenue of \$180.00 miscellaneous \$135.00. Total revenue \$578,218.82 until today close of business. Nygren asked if they are down or up from last year. Holmes didn't run a year to date total. Nygren asked if the amount of transactions have gone up.

Holmes said they have gone up a little. Holmes said that not all transactions have a dollar amount. Holmes said some transactions have no filing fees but detail that needs to be done. If some one paints a vehicle, this has to be changed in system. Some other changes are a person making party affiliation change, name changes, voter registration, people coming in ahead of time to find out information before a purchase may be made to find out what the registration cost is going to be. Also people come in when a renewal is due and may want to do a name reversal so they don't have all their vehicle registrations due in one month. There are a couple of leasing companies making monthly requests for information so they only have to send one check.

Gates asked if the Clerk has to print all the pre-mailers that are sent out monthly on registrations. Holmes said she has to do this printing. The Town has 4 new validators because the State doesn't have them and her department has to pay for ink ribbons at the price of \$247.00 for a ribbon. Kimball asked how long this lasts. Martel said she didn't ask for an increase. Holmes said she has the money in this line because last year she purchased a computer and won't this year and has that money to use for ink ribbons.

Kohlhofer asked what was the Selectmen's recommendation for her salary. Gates said this will go in as a warrant article with difference between the figure of \$34,700.00 and \$36,315.00. Kohlhofer asked if the State has increased her job. Holmes said some are mandates and some her choice as the Town Clerk to provide services to the community. Gates thinks the more the State pushes onto the community clerk is less services they have to provide. Holmes said they will probably gift some of the computers she uses and that will mean she will have to maintain them with upkeep and supplies. Kohlhofer said the Selectmen can't recommend anything on the budget.

Kohlhofer said the postage was reduced. Holmes said last year was a guestimate for spending. This year spending only includes one election and not the 4 elections the previous year. Nygren felt that more money may need to be appropriated with the amount of pages in the ballot in mailing out absentee ballots. She may have to increase this postage line because due to SB2 ballot changes it may not go for .42 each ballot. Holmes will have to weight out difference prices for mailing at the Post Office and get back to the committee the figure. Gates said the committee can increase the line for her and she doesn't need to come back before the Committee.

Holmes said she would be comfortable upping this line by \$200.00 due to the weight and number of pages in this year's ballot.

Kohlhofer asked Holmes to supply an updated list of transactions and revenue before the committee makes their final recommendation. Kohlhofer asked about the mileage line. Holmes said 3 times a week she has to do a bank deposit.

McElroy asked if the hours are going to be changed as of January 1, 2009. Holmes said the majority of clerks do 8:00 AM opening and they are going to be more accommodating for their customers.

4130-045-Town Clerk Salary \$36,315.00. This is based on a 40 hour work week. Increase in office hours from 31 to 33 hours open per week. Change in opening time from 8:30 AM to 8:00 AM.

4130-046-Deputy Town Clerk \$19,980.00. This is based on a 28 hour workweek plus added time included for coverage of vacation days and sick days for the Town Clerk and also required training and certification classes.

4130-050-Clerk Records Restoration \$1,500.00 for restoration, preservation, microfilming and binding of Town records

4130-051-Clerk Office Equipment \$200.00 Allowance for repair and replacement of equipment.

4130-052-Clerk Office and Computer Supplies \$1,300.00. This includes dog tags, general office supplies, and ink ribbons for 4 state validators, toner and drum for copy machine, mail-ins printed by DMV.

4130-053-Clerk Postage and Envelopes \$2,500.00. To cover pre-stamped envelopes, postage for daily mailings to NH-DMV. Mailing of dog licenses, vehicle registrations and vital records processed by mail. (A \$1.00 mail-in/convenience fee is charged for each dog license, each vehicle registration and each vital record processed by mail.)

4130-055-Clerk-Dues and Conferences. \$650.00 NHCTCA annual dues, NECTA annual dues, annual NHCTCA regional meeting and NHCTCA annual Conference.

4130-056-Clerk Computer Program/Maintenance \$1,500.00. For Town Clerk Motor Vehicle, Dog Licensing software programs and technical support.

4130-060-Clerk Reference and Law Books-\$250.00. Reference books providing quarterly updates for vehicle registrations and state statutes for autos, trucks, motorcycles, equipment and recreational vehicles.

4130-061-Clerk Mileage- \$600.00. Trips to bank, workshops, training and conferences.

Holmes was thanked by the Budget Committee and left the meeting at 8:40 PM.

### **4323-SOLID WASTE COLLECTION**

001 MSW Collection-This contract includes weekly pickup of MSW (what fits in the toter) and all recyclables. The number of households is listed at over 1,500 stops per WM as of July 2008.

This is a 5 year contract with Waste Management with a fixed 5% increase per year. There is also a fuel surcharge, which for the coming year is estimated at \$6,020.00. The contract price in one year was \$205,000. which runs from April 1, 2008 to March 31, 2009. The price contract in year two with the 5% increase is \$215,775.00 Carlson said tonnage dropped and recycle increased. McElroy said we haven't saved any money. Kohlhofer asked to get the figures for the Committee to go over. Carlson said even if we have a default budget you cannot reduce this line because it is contracted. CPI calculation for tonnage is 2.98% and then we get a revised rate. Carlson said tonnage in April 137 was solid waste, May 137, June 114, July 107, August 116, and Sept 101. Kohlhofer asked what 53 B added levy was. Carlson responded that 53B is a lot of towns in one organization. They did everything as far as negotiations for the solid waste district. Now this is only a minimal virtual office but still do contracts with 53B. They do hazardous waste collections twice a year. Each town would pay by their population. Bob Larson is the town's 53B representative. Carlson said the town had to purchase about 350 recycle bins. She has budgeted for 200 more next year. She did get a \$1000.00 grant to offset the cost of the \$2750.00 that was spent for the 350 bins. She doesn't think she can get a grant in 2009 but she will try to apply anyways.

### **4711 DEBT SERVICE**

4711-001 Principal on Long Term Bond \$135,000.00

Library \$50,000.00, Safety Complex \$45,000.00 and Glen Oakes Land \$40,000.00

Violette said this is down \$6,000.00 from last year. Kohlhofer asked there were any bond issues coming up that Carlson knew of. Carlson said no. Kohlhofer asked about the bond issue 32:7 RSA, Section 6. Samms referenced item III and said that they are valid until rescinded. A warrant article can be to rescind. Kohlhofer asked if the Budget Committee could vote to rescind this. You are rescinding the authorization of this bond. Nygren said that RSA 33 refers to mean you have already borrowed the money. He believes that because this money was not borrowed then article III is not in affect. Kohlhofer thinks the Municipal association needs to answer this question.

4721-001 Interest on Long Term Bonds \$83,140.00

Payment #12 on the 20 year bond for the Safety Complex \$20,925.00

Payment #8 on the 20 year Library bond \$30,525.00

Payment #4 on Glen Oakes land \$31,690.00

**4316 STREET LIGHTING**

001 Public Service of NH \$3,900.00. The average cost per month is \$334.00 for 12 months for all street lights within the Town. This includes some lights installed when new Library was constructed, and at the Cemetery/Meetinghouse for added visibility and safety.

TAX RATE-Carlson got the tentative tax rate; \$22.56 is the figure for 2008 taxes. The increase is \$1.33 which is broken down to \$ 3.70 town, \$15.74 School, \$2.22 State School, and \$.90 County.

Carlson brought up one change in the 4140-Election and Registration Budget. On line of 008 which is Ballots, Supplies and Postage. This line will have \$850.00 added to reflect the cost of programming and printing a larger longer Town Meeting ballot.

The agenda next week is going to be the Highway Department budget, and the Election and Registration budget, and Town Report bids. RFP for renovations to the Town basement may be put on the warrant and went out to bid just to get numbers. Some members took copies of the RFP to review.

A motion to adjourn the meeting was made by Kohlhofer and seconded by McElroy. All were in favor. The meeting ended at 9:35 PM.

Respectfully submitted,

Jeanne Nygren  
Recording Secretary